

Hiland Hills Townhouse Owners Association
Board of Directors Minutes
October 13, 2009

The monthly Hiland Hills Townhouse Owners Association Meeting was held at the Hiland Hills Townhouse Clubhouse, 7995 E. Mississippi Avenue in Denver, Colorado, on Tuesday, October 13, 2009.

Board Members Present

President	Suzy Koch
Vice President	Naomi Geidel
Treasurer	
Secretary	Charmayne Smith
Member at Large	Ella Averbukh

Board Members Absent

Member at Large	Laura Gilman
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Board Member Quorum

A quorum of the Board Members was present.

Property Personnel Present

Property Manager	Nikki Redman
Maintenance	George Thomas

Homeowners Present

Phyllis White
James Ridyell
Ron Skoty
Jan Lechman
Charlotte Rader
Dennis Gartland
Robert Hileman

Call To Order

Suzy Koch called the meeting to order at 6:34pm.

Presentation from Caleb of Mile High Insurance Agency regarding insurance for complex.

Presentation from Chris Hinton of Hinton Electric regarding pigtailing project.

Maintenance Manager Report

Sept 16-Oct 13

Trim bushes on Mississippi

Weeded H Building

Shingles

Wax floor in clubhouse

Lights-researched repairs, not sure how to proceed

Security, E F & J

Cleaned & mowed median in partnership with Tapp Automotive. Talking with Mike Madden and Marcia Johnson, city of Denver to determine who has responsibility for maintenance of median.

Removed rocks SW corner of complex

Stenciled and installed For Rent signs for 1 bed apartment in clubhouse (subsequently stolen)

Treadmill—determined it will cost \$250 to replace belt.

Removed old office furniture

Moved files

Picked up new office furniture

Repainted maintenance office (downstairs) Finished wall

Patched potholes

Renegotiated price with Signs for Tomorrow (No Soliciting and Icy Areas) Company said that the price they gave us and the Board approved, was a deposit, not the final price. Invoice price was higher than amount approved.

Repair soffit D14

Clean windows in clubhouse

Replace light assembly D & E

Trimmed branches

Leak A19—worked with Caleb's

Cleared clogged drain in boiler room

K5 & K6 bathroom flooding

Disconnected garden hoses

Sprinkler system shut down 10/19

Removed furniture outside patio

Clogged gutter, J5

K Bldg cleared leaves from roof, opened clogged gutter

Minutes

Incomplete, to be approved next meeting

Treasurer's Report

Biggest expenses:

Roofing

Administration

Revenue \$47,66.57

Water \$7,725.86

Write offs 18 mos \$2,531

Total Delinquency \$20,123.97

Property Manager Report.

For the month of September 16 through October 13, I have completed the following:

-Met with insurance brokers to discuss about the common area insurance.

-Completed September 15 meeting follow up.

-Created the Board packets.

-Have had maintenance meetings so I could be updated on the projects that have been going on.

- Sent out fire certificate forms for the smoke detectors.
- I went to LCM to obtain the checks that needed to be sent out immediately and other information Merle needed to give to the Board.
- Updated the owners list for renters. Went over the lease requirements and who is grandfathered in and who is not.
- Completed half of the filing for the office.
- I have logged receipts and invoices on the computer, given the originals to Merle, and faxed her a copy of the logs.
- Emails to the Board concerning specific items that have risen.
- Organized the termite prevention and had homeowners of F building sign the waivers for Orkin to complete the work.
- Called delinquent homeowners to set up payment plans to no avail.
- Maintained the listings for the rental of the lower apartment.
- Met with various contractors.
- Helped organize the office with the new furniture.
- Distributed various violations.

Orkin Update

Termite treatment completed on all but 2 units in Building F. Pop ups to be installed this week.
Total cost \$6,472

Pigtailing

Hinton Electric will train and certify personnel at their expense.
\$40 per socket
\$464,000 total

Old Business

Emergency phones
Data plan/direct connect costing \$40/mo. Nikki proposed canceling
Ella/Naomi/pass

Trees update: Jones Tree Service to trim and spray trees

K5 Plumber bill for backed up mainline \$110 to be split equally between the two homeowners of affected units and Association
Naomi/Ella/pass

New Business

Homeowners Forum

B6 submitted specs on replacing a/c unit for approval
Naomi/Ella/pass

Adjournment

There being no further business, Suzy adjourned the meeting at 8:08.